



DEPARTMENT OF THE TREASURY  
FINANCIAL CRIMES ENFORCEMENT NETWORK

## VACANCY ANNOUNCEMENT

**VACANCY ANNOUNCEMENT NUMBER :** FINCN/02-035KRH

**OPENING DATE :** 10/16/02

**CLOSING DATE :** 11/06/02

**POSITION :** Senior Compliance Administration Program Specialist

**SERIES AND GRADE :** GS-0301-14 (FPL: 14)

**NUMBER OF VACANCIES :** One or more

**SALARY RANGE :** \$78,265 to \$101,742 per annum

**ORGANIZATION :** Department of the Treasury  
Financial Crimes Enforcement Network (FinCEN)  
Office of Compliance and Regulatory Enforcement

**DUTY STATION :** Washington, D.C.

**APPLICATIONS WILL BE ACCEPTED FROM :** Present and former Federal employees with competitive status within the Washington DC commuting area.

**SUMMARY OF DUTIES:** This position is in the BSA Information Collection Section of the Financial Crimes Enforcement Network (FinCEN) Office of Compliance and Regulatory Enforcement. The principle purpose of this position is to develop, implement and administer FinCEN's compliance administration function to carry out the purposes of the record-keeping, reporting, and anti-money laundering provisions of the Bank Secrecy Act, and the regulations promulgated thereunder (collectively referred to as the BSA). The incumbent provides program, analytical, technical and management support in ensuring that FinCEN meets its requirements to obtain OMB approval for all BSA information collection requirements. Develops, administers and implements programs to maintain systems for the establishment and renewal of BSA forms (information collection requests-ICR's) to meet OMB requirements. Serves as technical advisor to assure timely compliance with OMB requirements and requirements under the Paperwork Reduction Act. Tracks the clearance process for all information collection requests and monitors OMB expiration dates for all ICR's. Computes burden estimates imposed by compliance with the BSA. Using a complex methodology, monitors burden levels on a form-by-form basis that may involve complex, major anti-money laundering programs. Develops, implements and maintains programs to oversee, plan and coordinate FinCEN's partnership efforts and FinCEN sponsored regulatory groups.

**SUMMARY OF QUALIFICATION REQUIREMENTS:** Applicants must have one year of specialized experience equivalent to the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

**TIME-IN-GRADE REQUIREMENT:** Applicants must have 52 weeks of Federal service equivalent to the next lower grade level. Applicants must meet time-in-grade and qualification requirements within 60 days from the closing date of this announcement.

**APPLICANTS WILL BE EVALUATED AGAINST THE FOLLOWING CRITERIA:**

1. Knowledge of the of OMB requirements for the establishment and renewal of forms, the Paperwork Reduction Act, and OMB's regulations implementing the act.
2. Knowledge of the requirements of the BSA and implementing regulations.
3. Skill in interpreting legislation, regulations, and administrative rulings.
4. Ability to analyze, apply judgment, make decisions, and handle a wide-variety of responsibilities in extremely complex situations.
5. Ability to analyze and identify information requirements found in wide range of documents.
6. Ability to communicate in writing.

**Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.**

**CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS OF THIS VACANCY:**

**Background Investigation:** This position is a sensitive position and the tentative selectee must undergo and successfully complete a background investigation as a condition of placement/retention in the position.

**Drug Screening:** The position has been identified as a Testing Designated Position under the U.S. Customs Service, Drug-Free Workplace Program. Satisfactory completion of the drug test is a condition of placement and/or employment in the position and incumbents of this position are, thereafter, subject to Random Drug Screening.

**Tax Record Check.** Selectee is subject to the requirement of the U.S. Department of the Treasury to undergo a pre-appointment as well as annual income tax filing record check.

**Statement of Employment and Financial Interests is Required.**

**Other Information:**

Eligible CTAP/ICTAP employees within the commuting area who submit documentary evidence of eligibility (RIF notice or certificate of expected separation or other agency certification) and are found well qualified will receive selection priority as provided by regulations. In order to be determined well qualified, candidates must receive an excellent or good score when rated against each primary criterion.

Eligible displaced employees of the former Panama Canal Zone who submit documentary evidence of eligibility (a RIF separation notice) and are found well qualified will receive special selection priority to positions throughout the continental United States.

Eligible displaced employees of the District of Columbia Department of Corrections who submit documentary evidence of eligibility (a RIF separation notice) and are found qualified will receive selection priority to positions throughout the continental United States.

All candidates **MUST** be a citizen of the United States and present proof of citizenship, if selected.

Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under Selective Service law, if selected.

**All Financial Crimes Enforcement Network employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.**

**No Relocation Expenses will be paid.**

Financial Crimes Enforcement Network (FinCEN) employees **MUST** include the OF 612 "Optional Application for Federal Employment" or resume. To receive full consideration for this position, employees

should address the evaluation criteria on plain bond paper, and submit a copy of their most recent performance appraisal.

All other applicants **MUST** submit a copy of the OF-612 "Optional Application for Federal Employment" or resume, **AND** provide a copy of their most recent SF-50 "Notification of Personnel Action" or equivalent proof of current or prior competitive status. To receive full consideration for this position, applicants should address the evaluation criteria on plain bond paper and submit a copy of their most recent performance appraisal.

To obtain a copy of the OF 612 "Optional Application for Federal Employment", log onto [www.usajobs.opm.gov/OF612.htm](http://www.usajobs.opm.gov/OF612.htm).

**SUBMIT APPLICATION MATERIALS TO:**

Application materials **MUST** be mailed to:

**Financial Crimes Enforcement Network  
Human Resources  
Vacancy Announcement: FINCN/02-035KRH  
P.O. Box 39  
Vienna, VA 22183-0039**

**For additional copies of this Vacancy Announcement, please call: 1-800-944-7725.**

**For additional information, please call: Patti Jean Warren (703) 905-3971. TDD (703) 905-3839.**

**NOTES:** All application materials **MUST** be sent to the mailing address shown. All materials and the envelope **MUST** include the vacancy announcement number. There may be delays in the receipt and processing of improperly addressed correspondence. FAX documents will not be accepted. Applications are not to be mailed in U.S. Government "For Official Use Only" postage and fees paid envelopes. Individuals submitting applications material using U.S. Government, "Official Use Only" postage and fees paid envelopes will not receive consideration under the vacancy announcement. Applications will become part of the vacancy announcement case file and will not be returned to the applicant. Acknowledgment of receipt will be sent to all applicants.

The Financial Crimes Enforcement Network (FinCEN) provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

**FinCEN offers flexible work schedules, a comprehensive leave program, financial assistance to employees who use public transportation commuting to work, and reimbursement for approved training. All employees are assigned individual state-of-the-art computers. The office is located in a modern commercial building in Northwest Washington, DC. FinCEN also offers attractive health, life, and long-term care insurance programs, plus, offers newer employees a three-tier retirement plan that includes a retirement contribution program with matching funds or, as applicable, continuance in the Civil Service Retirement System.**

**The Financial Crimes Enforcement Network (FinCEN) is an Equal Opportunity Employer. All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.**